

SHREEMATI NATHIBAI DAMODAR THACKERSEY WOMEN'S UNIVERSITY

Pariksha Bhavan, Sir Vithaldas Vidyavihar, Juhu Road, Santacruz (W), Mumbai 400 049.
 Tel.No.: 022-26612877 (Direct) / 022-26608462/93 E-mail : mcdc@exam.sndt.ac.in

APPLICATION FORM FOR DUPLICATE MARKSHEET
 (Only for Examinations conducted by University)

To,
 The Director,
 Board of Examinations and Evaluation,
 S.N.D.T. Women's University,
 Pariksha Bhavan,
 Sir Vithaldas Thackersey Vidyavihar,
 Juhu Road, Santacruz (West),
 Mumbai 400 049.

Name of the Student : _____
 (As per Marksheets/Degree Certificate)
 Address for Correspondence: _____
 (Within India only)

Amt. of Fees (Rs.) : _____

Receipt No. : _____

Date : _____

Mode of Payment : Cash / Online

Pin Code : _____

E-mail Id: _____ Contact Numbers: _____

DETAILS OF DUPLICATE STATEMENT OF MARKS / LOSS MARKSHEET

Name of the Examination: _____ Semester / Year _____

Seat Number: _____ Month and Year _____

Name of College/Institute/Dept. _____

Mode of Study: Regular / Distance

Reasons for obtaining Duplicate Marksheets _____

Signature of the Student / Guardian / Parent

From Last attended College/Department/ Institute

I am to forward herewith an application of Ms. _____ for Duplicate Marksheets. The applicant has not been restricted or debarred by the University and I have no objection to issue her Duplicate Marksheets by the University.

 Signature and Seal
 Principal/HoD/Director
INSTRUCTIONS :

1. Duplicate marksheets are issued only for examinations conducted by University.
2. Fee for Duplicate Marksheets : Rs. 150/- per marksheets
3. In case, the Duplicate Marksheets are to be sent by post, an additional amount of **Rs.50/-** towards postal charges be remitted.
4. Fees can be paid by Cash/RTGS/NEFT/QR Code should be in favour of "The Registrar SNDT Women's University, Mumbai."

(a) Details about RTGS/NEFT: BANK NAME: CANARA BANK, BRANCH: SNDT,

JUHU MUMBAI - 400049, ACCOUNT NUMBER: 4634101000022, IFSC CODE:

CNRB0004634, Details about QR Code please visit to our website: sndt.ac.in click on Exam Section click on Fee Structure at the end of page QR Code is displayed.**(b) Payment details of the students:**

From Account Name: _____

Reference Id / UTR Number : _____ Date _____

From Account Number: _____ Bank Name: _____
 and please send scan copy of this form on given mail ID
 qr.rtgs.neft@exam.sndt.ac.in

5. List of Documents to be enclosed with application form :

- a. Receipt for fees paid - **UNIVERSITY COPY** (If fees paid by cash at Accounts Unit Counter of Pariksha Bhavan, Juhu)
- b. Photocopies of all Marksheets - front and back both sides - (other than misplaced marksheets) - individual as well as consolidated (Including ABSENT/FAIL/ATKT/PASS) marksheets and the same **should be readable and be serially attached as Semester I, II, etc.**
- c. Photocopy of College Ledger (for lost of marksheets) as available at College/Department/Institute duly stamped and signed by Principal/HoD/Director (**COMPULSORY**)
- d. An affidavit on **Rs.100/- stamp paper** for "loss of original marksheets."

6. **Processing Time :** Usually takes 20 working days.
7. **Fee once paid will not be refunded.**
8. Incomplete and wrong details in application will not be entertained and no correspondence will be made in that behalf.
9. In case of incomplete document or less fee paid the working days will be calculated after the completion of the document or payment of fee.
10. As soon as the student receives the Duplicate Marksheets, she should check whether the details printed on the Duplicate Marksheets are correct. If any corrections/mistakes are found, the same be intimated to the University within 10 days. In case of delay, the penalty of Rs. 150/- will be charged per marksheets.



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